



**State of Hawaii  
Department of Health  
Administrative Services Office  
Downtown, Oahu**

**Accountant V/VI**

**\$4,978 - \$5,823 monthly, commensurate w/ training and experience**

The primary purpose of this position heads the Fiscal and Support Services staff of the Administrative Services Office of the Department of Health. Responsibility lies in the following areas: Determines policies and procedures within statewide guidelines on Departmental accounting and operates those fiscal systems for the Department; exercises control of Departmental Funds; provides support services, technical guidance and assistance to programs on fiscal matters; directs, coordinates and develops reports for other State and Federal agencies; oversight and management of annual and special audits; participates in accounting system studies and their subsequent development; collects and deposits monies for the Department; supervises the operation of the Department's equipment control system; establishes instructions for the writing of contracts and provides assistance in the execution of contracts; and supervises the Accounting, Procurement & Audit, Contracts and Random Moment sections.

**Recommended Qualification**

Experience: (3 ½) years of progressively responsible professional accounting or auditing experience. Must have had either (1) year of supervisory or specialist experience. Visit website for details.

Education: Bachelor's degree from an accredited four (4) year college or university with at least (12) semester credit hours in accounting and/or auditing subjects.

**Who May Apply**

LEGAL AUTHORIZATION TO WORK REQUIREMENT: The State of Hawaii requires that all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

**How to Apply**

Visit the Department of Human Resources Development website at <http://agency.governmentjobs.com/hawaii/default.cfm>.

Recruitment # 215056, continuous until needs are met.

**Contact Information**

For additional information you may email Jamie Li at [jamie.li@doh.hawaii.gov](mailto:jamie.li@doh.hawaii.gov).